



INTERNATIONAL FEE PAYING STUDENT FEES REFUND POLICY

Rationale:

The services the school advertises are provided with care and skill and the fees are a realistic reflection of costs and of the schools wish for a return to invest into the learning environment Both the school and the international student begin the students' enrolment with the intention that the students will be able to achieve their academic goals. Occasionally for a variety of reasons this intention is not met and a student wishes to leave the school. The school has obligations under the Education Act 1989 (4B(7)), the Fair Trading Act 1986, the Consumer Guarantees Act 1993 and its contract with the student and family to ensure the individual is treated fairly.

Purpose:

To ensure that international students are treated fairly and that the school is not financially disadvantaged when a student withdraws from the school or has the enrolment terminated.

Guidelines:

- the Principal acts as the agent of the Board of Trustees in establishing circumstances and level of fees to be refunded
- the refund conditions are clearly set out; on the website, in the International Students Entry Procedures and Information booklet set out to students when they inquire about enrolment, in the New Students Information booklet and on the fees invoice.
- students who withdraw before completion of the course may be eligible for a tuition fee refund
- applications must be made in writing, explaining the reason for withdrawal and must come from the student's parents or their agent. Any refund is paid directly to the bank account of either party.
- applications before the course starts are refunded tuition fees in full
- applications after the course has started have the costs the school has incurred deducted from the tuition fees
- applications received after the mid point of a course are not refunded except in exceptional circumstances
- refunds are not made to students who want to transfer to another school, are expelled or decide not to come after the school has referred them to a language school prior to commencing at Wellington High
- applications for home stay deposit refund must be made in writing
- students who leave a home stay and still have money deposited with the school for payment of that home stay have the money refunded
- the Home stay Placement Fee and Accommodation Monitoring Fee are not refundable
- students for whom the school arranges a home stay and which they cancel before they move in are not refunded the Home stay Placement Fee

Date Approved	Signed by	Review Date
12 July 2002		August 2005
October 2005		2008